



DEPUTY COMMUNITY DEVELOPMENT DIRECTOR – SPECIAL PROJECTS

Purpose:

To actively support and uphold the City's stated mission and values. To support real estate projects during development/contract negotiations and actively manage the sale/leasing of City-owned property. This position provides highly responsible, complex support to many City departments as well as confidential communications with non-city entities such as Utilities and Railroads, County, State, and Federal government agencies.

Supervision Received and Exercised:

Reports to and is directly supervised by the Community Development Director.

May exercise direct, technical or functional supervision over management, supervisory and/or line level staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Coordinate appropriate duties and functions with the Economic Development Office, the Community Development Director, the Deputy Community Development Director(s), City Attorney and the City Manager.
- Advise, consult and provide information to the City Manager's Office and Community Development Director regarding redevelopment; contracts; private/public partnerships; federal and regional grants and projects; neighborhood revitalization; and economic development. Stay current on statutes, legislation, case law and other issues that have an effect on development and redevelopment.
- Produce, negotiate and review a variety of contracts and agreements, ranging from simple to very complex, pertaining to public-private partnerships; redevelopment projects; related grants and programs. Author, amend, analyze, send and receive a variety of correspondence, analyses and reports regarding such contracts and agreements.
- Negotiate complex multi-party agreements involving public-private partnerships which

may include more than one government entity, such as the Arizona Board of Regents. Honor the strictest confidentiality in these types of negotiations and discussions.

- Maintain and promote a reputation of excellence and integrity through consistent, honest, value-added services and responsive and proactive communications.
- Analyze, develop and present recommendations on complex economic development/redevelopment proposals; provide technical expertise in the formulation of recommendations on financial and development plans.
- Prepare and submit reports, correspondence and documents to the Community Development Department Director, the City Manager, and the City Council as well as the appropriate regional, state, and federal government agencies.
- Present reports for City Council consideration while giving thorough background, data and facts in an easily understandable fashion for decision makers who may not be familiar with finance, development and real estate law.
- Communicate effectively regarding City Development requirements with other City departments, outside agencies, the development community, neighborhood organizations, non-profits, Board and Commissions, and resident groups.
- Confer with and coordinate the work of other departments, engineers, developers, architects, attorneys, property owners, consultants, a variety of agencies and the general public in a way that creates value for all parties but is always in concert with City Council priorities and the City's vision documents.
- Actively participate in a variety of boards, professional groups, Commissions and planning committees; present information and recommendations on projects, programs and documents of a specialized nature in a variety of community meetings.
- Ensure department and City management and also elected officials have relevant, accurate and timely information as well as well-researched and articulated recommendations to make meaningful, fiscally sound administrative and policy decisions in alignment with City Council priorities and the City's vision documents.
- Establish a strong working relationship with the business community and organizations aligned with business growth and development within the City.
- Establish and maintain a strong working relationship with the Deputy Directors of the Community Development Department.
- Provide hands-on collaboration with other City staff, business owners and developers to initiate strategies that support Tempe's ability to attract and retain businesses including incentive policies, addressing infrastructure needs, and other processes and programs. Oversee the City's Small Business Liaison program.

- Solicit and use meaningful feedback from City staff on policies and procedures to support Community Development. Analyze and resolve operational and procedural problems that impact efficient delivery of value-added services.
- Lead interdisciplinary teams on specific projects related to site remediation/preparation for development activity; new infrastructure and transportation projects that support development; and financial plans to support projects that encourage long-term economic growth.
- Keep a computerized inventory of City-owned properties; demographic data and relevant GIS information and coordinate with the IT Division.
- Manage, negotiate, prepare and administer leases for City owned property and properly leased by the City; coordinate the inspections and maintenance.
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLogs as an electronic dialogue tool and communication resources for transparent documentation.
- Maintain effective and consistent one on one dialogue with all employees on a regular basis.

Minimum Qualifications:

Experience:

Equivalent to five years of full-time, professional experience with complex municipal real estate transactions, development agreement negotiations, redevelopment project management, and related federal grant or neighborhood revitalization programs; including three years of administrative and supervisory responsibility.

Education:

Requires a Bachelor's degree from an accredited college or university with major course work in public administration, urban planning, economics, business administration, or a degree related to the core functions of the position. A Master's degree related to the core functions of the position is highly preferred.

Licenses/Certifications:

Must possess and maintain a valid driver's license.

Examples of Physical and/or Mental Activities:

- Operate computers and other office machines

- Considerable reading and close vision work
- Requires working extended hours

Competencies:

Interpersonal skills: Maintain open lines of communication; establish a high degree of trust and credibility; and promote a workforce and environment that represents and values diversity of people and ideas.

Integrity: Abide by a strict code of ethics and behavior; encourage others to behave accordingly; treat others with honesty, fairness and respect; and take responsibility for accomplishing work goals within accepted timeframes.

Professionalism: Maintain composure and deal calmly and effectively in stressful situations; project an appropriate image of self and the organization; and take pride in work and the work of the organization.

Initiative: Work with energy, drive and strong accomplishment orientation; go beyond the routine demands of the jobs; perform effectively with minimal direction; and always strive to succeed and excel.

Customer Service: Understand customer needs; provide prompt, efficient and courteous assistance; follow up with customers; and actively look for ways to improve service.

Planning and Organizing: Approach work in a methodical manner; prioritize tasks and perform accurately and completely; allocate time and resources effectively; and develop contingency plans.

Dependability and Reliability: Responsible and consistent in fulfilling obligations; diligently meets deadlines; and complies with organizational rules, policies and procedures.

Willingness to Learn: Develop and maintain knowledge, skills and expertise necessary to achieve positive results; anticipate changes in work demands and participates in training to address; and seek constant feedback.

Critical and Analytic Thinking: Use inductive and deductive reasoning to perform job successfully; critically review, analyze, compare and interpret information; and quickly understand, orient and learn new assignments.

Teamwork: Accept membership in a team; develop constructive and cooperative working relationships with others; identify goals and values of the team; and bring others together to reconcile differences.

Problem Solving and Decision Making: Ability to identify problems; use logic and analysis to identify and decide on the best solution to resolve the problem; and commit to a solution in a timely manner.

CITY OF TEMPE

Deputy Community Development Director – Special Projects (continued)

Job Code: 028

Status: Exempt / Unclassified